United States Department of the Interior
Office of the Secretary

Interior Business Center

CONCURGOV:
Federal Employee
Access Request Form

(For use by DOI - OS [including IBC] and OST federal employees)

Go to Part VII(d), pages 6 - 8, to get instructions for preparing this form.

Part I: Requestor Information. Traveler should use name as it appears on their valid government ID.
(S*ee Part VII(c), page 6, for list of TSA acceptable ID's*).

Official Traveler Name			
	First Name	*Middle Name*	*Last Name*
And Other Required Data:	Select One		
	Name Suffix	*Male (M) or Female (F)*	*Last 4 digits of SSN*
Office Email Address:			
			Birth Date (mm/dd/yyyy)
CONCURGOV Organization Code and Group (where applicable):		**Office Telephone Number:**	
	The organization code and group (where applicable) can be found in Part VII(a) on pages 3 - 5.		
Office/Directorate Name:			
Duty Station Street Address:			
Duty Station City/State/Zip:			
Routing List Name (if known):		**Duty Station Time Zone**	Select One

Part II: Type of Access. Check (X) all Travel Roles you will be performing: [*See Roles and Definitions in Part VII(b).*]

- [ ] Traveler *(go to Part III)*
- [ ] Travel Arranger *(go to Part IV)*
- [ ] Travel Document Reviewer *(go to Part V)*
- [ ] Travel Authorizing Official *(go to Part V)*

- [ ] Travel Voucher Auditor – *DOI-IBC Admin Staff Only*
- [ ] Travel Voucher Certifier – *DOI-IBC Admin Staff Only*
- [ ] System Administrator – *DOI-IBC Admin Staff Only*

Part III: Travelers.

Will someone else be booking your travel arrangements?	Check (X) One:		**YES**		**NO**	
	If yes, enter your Travel Arranger's name:				
Who approves your Travel documents?					
If you are a new DOI employee, do you anticipate travel in your first 3 weeks of employment?			**YES**		**NO**	

IMPORTANT NOTE TO TRAVELERS: *If you prefer to have your Travel Reimbursement Payment to be deposited at a bank other than your Payroll deposit bank, you must also complete the "OS/OST FBMS Vendor Update Form" (aka, ACH Form) -* **and** *- annotate on the form 'Alternate Bank for Travel Payments'.   To find the form on the web, go to Part VII(d), paragraph 5(d), page 8.*

Part IV: Travel Arrangers Only. List all travelers **or** organization(s)/group(s) [from Part VII(a) on pages 3 – 5] for which you prepare travel authorizations and/or vouchers:

CONCURGOV Organization(s) and Group(s)	**Last Name**	**First Name**

Part V: Routing Officials Only. This would include: Travel Reviewers, Authorizing Officials (TA Approvers, TV Authorizers). Enter applicable information about the organization(s) for which you will perform routing functions. Definitions of reviewing and authorizing officials can be found in Part VII(b) on pages 5 and 6.

CONCURGOV Organization(s) *[Select your CONCURGOV organization code(s) from list of organizations provided in Part VII(a)]*	Group(s) (if applicable)

Traveler Name *(for whom you will be reviewing/authorizing)*	Specify whether you will be a Reviewer or an Authorizer

Part VI: Signatures. These signatures acknowledge that your request for CONCURGOV access is for official government travel purposes only; and, your supervisor's signature acknowledges that you are authorized to perform functions for the roles requested.

Traveler's Printed Name	*Traveler's Signature*	*Date*
Supervisor's Printed Name	*Supervisor's Signature*	*Date*

Part VII: Organizations & Groups/OS Travel Roles & Definitions/TSA Acceptable ID's/Instructions. See Pages 3 through 8 for list of OS organizations and groups supported by the DOI-IBC Travel Team; OS travel roles (and their definitions) that you may be requesting in CONCURGOV; TSA Acceptable ID's, and instructions for completing the form. Pages 3 through 8 should not be submitted for processing.

CONCURGOV System Administrator Use Only:		
Organization/Group:		
Employee ID:	*User Role Membership:*	
CTE Login Name:		
Date Added:	*Entered by:*	
Notes:		

For questions about completing this form, call the OS, OCIO Customer Support Services' Travel Help Desk at:
1-855-847-6398, Option 1

Completed forms can be submitted as follows:

(1) *(DOI-IBC interoffice mail)* **DOI-IBC Denver: Building 7401, Mail Stop D-2781;** *or*

(2) FAX: 303-969-7115

DO NOT SEND THIS FORM VIA EMAIL

ONLY SUBMIT PAGES 1 AND 2 OF THIS DOCUMENT
HAND WRITTEN DOCUMENTS WILL NOT BE ACCEPTED FOR PROCESSING.

Part VII(a): CONCURGOV Organizations & Groups

ORG DESCRIPTION & GROUP DESCRIPTION	ORG CODE
OS, ADVISORY COUNCIL ON HISTORIC PRESERVATION	**DOIDOSACHP**
OS, ASSISTANT SECRETARY FOR FISH, WILDLIFE, AND PARKS	**DOIDOSASFWP**
OS, ASSISTANT SECRETARY FOR INDIAN AFFAIRS	**DOIDOSASIA**
OS, ASSISTANT SECRETARY FOR LAND AND MINERALS MANAGEMENT	**DOIDOSASLMM**
OS, ASSISTANT SECRETARY FOR WATER AND SCIENCE	**DOIDOSASWS**
OS, COMMISSION OF FINE ARTS	**DOIDOSCFA**
OS, INDIAN ARTS AND CRAFTS BOARD	**DOIDOSIACB**
OS, OFFICE OF INDIAN WATER RIGHTS OFFICE	**DOIDOSIWRO**
OS, NATIONAL INDIAN GAMING COMMISSION	**DOIDOSNIGC**
OS, NATIONAL INVASIVE SPECIES COUNCIL	**DOIDOSNISC**
OS, OFFICE OF CONGRESSIONAL AND LEGISLATIVE AFFAIRS	**DOIDOSOCL**
OS, OFFICE OF COMMUNICATIONS	**DOIDOSOCO**
OS, OFFICE OF INTERGOVERNMENTAL AND EXTERNAL AFFAIRS	**DOIDOSOIEA**
OS, OFFICE OF EXECUTIVE SECRETARIAT AND REGULATORY AFFAIRS	**DOIDOSOES**
OS, ASSISTANT SECRETARY FOR INSULAR AFFAIRS	**DOIDOSASOIA**
OS, ASSISTANT SECRETARY FOR POLICY, MANAGEMENT AND BUDGET - - DEPUTY ASSISTANT SECRETARY – POLICY, MANAGEMENT AND BUDGET ▪ OS, OFFICE OF POLICY, MANAGEMENT & BUDGET IMMEDIATE OFFICE => GROUP = **PMB**	**DOIDOSASPMBDSPMB**

OS, ASSISTANT SECRETARY FOR POLICY, MANAGEMENT AND BUDGET - - DEPUTY ASSISTANT SECRETARY – BUDGET, FINANCE, PERFORMANCE, AND ACQUISITION
  ▪ OS, OFFICE OF BUSINESS INTEGRATION OFFICE => GROUP = **BIO**
  ▪ OS, OFFICE OF ACQUISITION AND PROPERTY MANAGEMENT => GROUP = **PAM**
  ▪ OS, OFFICE OF FINANCIAL MANAGEMENT => GROUP = **PFM**
  ▪ OS, OFFICE OF BUDGET => GROUP = **POB**
  ▪ OS, OFFICE OF PLANNING AND PERFORMANCE MANAGEMENT => GROUP = **PPPM**
  ▪ OS, OFFICE OF SMALL AND DISADVANTAGED BUSINESS UTILIZATION => GROUP = **PSDBU**
	DOIDOSASPMBDSBFPA

OS, ASSISTANT SECRETARY FOR POLICY, MANAGEMENT AND BUDGET - - DEPUTY ASSISTANT SECRETARY – HUMAN CAPITAL AND DIVERSITY
  ▪ OS, OFFICE OF CIVIL RIGHTS => GROUP = **PCR**
  ▪ OS, OFFICE OF HUMAN RESOURCES => GROUP = **PHR**
    ▪ DOI UNIVERSITY => GROUP = **DOIU**
    ▪ FEDERAL CONSULTING GROUP => GROUP = **FCG**
    ▪ NATIONAL INDIAN PROGRAMS TRAINING CENTER => GROUP = **NIPTC**
  ▪ OS, OFFICE OF OCCUPATIONAL SAFETY AND HEALTH => GROUP = **PSH**
  ▪ OS, OFFICE OF STRATEGIC EMPLOYEE AND ORGANIZATION DEVELOPMENT => GROUP = **OSEOD**
	DOIDOSASPMBDSHCD

OS, ASSISTANT SECRETARY FOR POLICY, MANAGEMENT AND BUDGET - - DEPUTY ASSISTANT SECRETARY – NATURAL RESOURCES REVENUE MANAGEMENT ▪ OS, OFFICE OF NATURAL RESOURCES REVENUE => GROUP = **ONRR**	**DOIDOSASPMBDSNRRM**

OS, ASSISTANT SECRETARY FOR POLICY, MANAGEMENT AND BUDGET - - DEPUTY ASSISTANT SECRETARY – POLICY AND INTERNATIONAL AFFAIRS
  ▪ OS, OFFICE OF ENVIRONMENTAL POLICY & COMPLIANCE => GROUP = **OEPC**
  ▪ OS, OFFICE OF POLICY ANALYSIS => GROUP = **PPA**
  ▪ OS, OFFICE OF INTERNATIONAL AFFAIRS => GROUP = **OIAFF**
  ▪ OS, OFFICE OF RESTORATION AND DAMAGE ASSESSMENT => GROUP = **NRDAR**
  ▪ OS, OFFICE OF NATIVE HAWAIIAN RELATIONS => GROUP = **ONHR**
	DOIDOSASPMBDSPIA

ORG DESCRIPTION & GROUP DESCRIPTION	ORG CODE
OS, ASSISTANT SECRETARY FOR POLICY, MANAGEMENT AND BUDGET - - DEPUTY ASSISTANT SECRETARY – PUBLIC SAFETY, RESOURCE PROTECTION, AND EMERGENCY SERVICES ▪ OS, OFFICE OF AVIATION SERVICES => GROUP = **OAS** ▪ OS, OFFICE OF EMERGENCY MANAGEMENT => GROUP = **OEM** ▪ OS, OFFICE OF LAW ENFORCEMENT AND SECURITY => GROUP = **OLES** ▪ OS, OFFICE OF WILDLAND FIRE => GROUP = **OWF** ▪ LESEM *(Includes both Office of Law Enforcement and Security & Office of Emergency Management)* => GROUP = **PLE**	**DOIDOSASPMBDSPSRPES**
OS, ASSISTANT SECRETARY FOR POLICY, MANAGEMENT AND BUDGET - - DEPUTY ASSISTANT SECRETARY – TECHNOLOGY, INFORMATION AND BUSINESS SERVICES ▪ OS, OFFICE OF COLLABORATIVE ACTION AND DISPUTE RESOLUTION => GROUP = **CADR** ▪ OS, IBC DIRECTOR OFFICE DIRECTORATE => GROUP = **IBC DOD** ▪ OS, IBC ACQUISITION SERVICES DIRECTORATE => GROUP = **IBC AQD** ▪ OS, IBC FINANCIAL MANAGEMENT DIRECTORATE => GROUP = **IBC FMD** ▪ OS, IBC HUMAN RESOURCES DIRECTORATE => GROUP = **IBC HRD** ▪ OS, OFFICE OF THE CHIEF INFORMATION OFFICER => GROUP = **OCIO** ▪ OS, OFFICE OF FACILITIES AND ADMINISTRATIVE SERVICES => GROUP = **OFAS** ▪ OS, OFFICE OF HEARINGS AND APPEALS => GROUP = **OHA** ▪ OS, OFFICE OF VALUATION SERVICES => GROUP = **OVS**	**DOIDOSASPMBDSTIBS**
OS, ASSISTANT SECRETARY FOR POLICY, MANAGEMENT AND BUDGET - - DEPUTY ASSISTANT SECRETARY – POLICY, MANAGEMENT AND BUDGET IMMEDIATE OFFICE - - **ALASKA EMPLOYEES** ▪ OS, OFFICE OF POLICY, MANAGEMENT & BUDGET IMMEDIATE OFFICE => GROUP = **PMB**	**DOIDOSASPMBAKDSPMB**
OS, ASSISTANT SECRETARY FOR POLICY, MANAGEMENT AND BUDGET - - DEPUTY ASSISTANT SECRETARY – POLICY AND INTERNATIONAL AFFAIRS - - **ALASKA EMPLOYEES** ▪ OS, OFFICE OF ENVIRONMENTAL POLICY & COMPLIANCE => GROUP = **OEPC**	**DOIDOSASPMBAKDSPIA**
OS, ASSISTANT SECRETARY FOR POLICY, MANAGEMENT AND BUDGET - - DEPUTY ASSISTANT SECRETARY – PUBLIC SAFETY, RESOURCE PROTECTION, AND EMERGENCY SERVICES - - **ALASKA EMPLOYEES** ▪ OS, OFFICE OF AVIATION SERVICES => GROUP = **OAS**	**DOIDOSASPMBAKDSPSRPES**
OS, ASSISTANT SECRETARY FOR POLICY, MANAGEMENT AND BUDGET - - DEPUTY ASSISTANT SECRETARY – TECHNOLOGY, INFORMATION AND BUSINESS SERVICES - - **ALASKA EMPLOYEES** ▪ OS, IBC ACQUISITION SERVICES DIRECTORATE => GROUP = **IBC AQD** ▪ OS, OFFICE OF VALUATION SERVICES => GROUP = **OVS**	**DOIDOSASPMBAKDSTIBS**
OS, SECRETARY IMMEDIATE OFFICE ▪ OS, SECRETARY IMMEDIATE OFFICE => GROUP = **SIO** ▪ OS, ALASKA AFFAIRS => GROUP = **AKAFF** ▪ OS, LAND BUY-BACK PROGRAM => GROUP = **LBBP** ▪ OS, INTERIOR MUSEUM => GROUP = **MUSEUM**	**DOIDOSSIO**

ORG DESCRIPTION & GROUP DESCRIPTION	ORG CODE

OS, OFFICE OF THE SOLICITOR
  ▪ SOL ADMINISTRATION OFFICE => GROUP = **AD**
  ▪ SOL ALASKA REGION OFFICE => GROUP = **AK**
  ▪ SOL CHIEF OF STAFF => GROUP = **COS**
  ▪ SOL ETHICS OFFICE => GROUP = **ET**
  ▪ SOL GENERAL LAW OFFICE => GROUP = **GL**
  ▪ SOL INDIAN AFFAIRS OFFICE => GROUP = **IA**
  ▪ SOL INTERMOUNTAIN REGIONAL SALT LAKE OFFICE => GROUP = **IM**
  ▪ SOL BOULDER CITY FIELD OFFICE => GROUP = **IMBC**
  ▪ SOL PHOENIX FIELD OFFICE => GROUP = **IMPX**
  ▪ SOL SALT LAKE CITY FIELD OFFICE => GROUP = **IMSLC**
  ▪ SOL IMMEDIATE OFFICE => GROUP = **IO**
  ▪ SOL INDIAN TRUST LITIGATION OFFICE => GROUP = **ITLO**
  ▪ SOL LAND RESOURCES OFFICE => GROUP = **LR**
  ▪ SOL MINERAL RESOURCES OFFICE => GROUP = **MR**
  ▪ SOL NE REGIONAL BOSTON OFFICE => GROUP = **NE**
  ▪ SOL BOSTON FIELD OFFICE => GROUP = **NEBOS**
  ▪ SOL PITTSBURGH FIELD OFFICE => GROUP = **NEPT**
  ▪ SOL TWIN CITIES FIELD OFFICE => GROUP = **NETC**
  ▪ SOL PNW REGIONAL PORTLAND OFFICE => GROUP = **PNW**
  ▪ SOL BOISE FIELD OFFICE => GROUP = **PNWBO**
  ▪ SOL PORTLAND FIELD OFFICE => GROUP = **PNWPORT**
  ▪ SOL PSW REGIONAL SACRAMENTO OFFICE => GROUP = **PSW**
  ▪ SOL SACRAMENTO FIELD OFFICE => GROUP = **PSWSAC**
  ▪ SOL SAN FRANCISCO FIELD OFFICE => GROUP = **PSWSF**
  ▪ SOL PARKS AND WILDLIFE OFFICE => GROUP = **PW**
  ▪ SOL ROCKY MTN REGIONAL DENVER OFFICE => GROUP = **RM**
  ▪ SOL BILLINGS FIELD OFFICE => GROUP = **RMBL**
  ▪ SOL DENVER FIELD OFFICE => GROUP = **RMDEN**
  ▪ SOL SE REGIONAL ATLANTA OFFICE => GROUP = **SE**
  ▪ SOL ATLANTA FIELD OFFICE => GROUP = **SEATL**
  ▪ SOL KNOXVILLE FIELD OFFICE => GROUP = **SEKX**
  ▪ SOL SW REGIONAL ALBUQUERQUE OFFICE => GROUP = **SW**
  ▪ SOL ALBUQUERQUE FIELD OFFICE => GROUP = **SWALB**
  ▪ SOL TULSA FIELD OFFICE => GROUP = **SWTU**
  ▪ SOL WATER RESOURCES OFFICE => GROUP = **WR**
	DOIDSOSSOL

OS, OFFICE OF THE SPECIAL TRUSTEE FOR AMERICAN INDIANS	**DOIDTOST**

Part VII(b): Office of the Secretary CONCURGOV Roles and Definitions

1. <u>Traveler</u> - federal employee who travels for the government, usually for their own organization.

2. <u>Travel Arranger</u> - person who begins an authorization and makes travel arrangements for a traveler. Travel arrangers can prepare and sign authorizations for the traveler. They can also prepare vouchers for the traveler, but they cannot sign the voucher. Not all agencies have travel arrangers. They are usually administrative personnel, and the role can be assigned for multiple CONCURGOV OS organizations. (Note: travelers do not need the travel arranger role to arrange their own travel; this is only used to arrange trips for travelers other than themselves.)

3. <u>Travel Reviewer</u> - person who reviews travel documents for approving officials prior to approval. A travel reviewer can also be a travel arranger. If an individual holds both positions, they must stamp a document "authorization signed" as the arranger, then must stamp the document "reviewed" as the reviewer. The reviewer must stamp the travel document as "reviewed" before it can be routed to the approver/authorizer. This role is usually the approving/authorizing official's administrative personnel and can be for multiple CONCURGOV OS organizations.

4. Travel Approver/Authorizer - person who has the authority to approve travel documents - usually a supervisor. The approver/authorizer must stamp the travel document for it to be official, and the role can be assigned for multiple CONCURGOV OS organizations.

    a. Approver - for authorizations only. All authorizations must be stamped "authorization approv" before travel will be ticketed. This person is usually, but not always, the traveler's supervisor.

    b. Authorizer - for vouchers only. All vouchers must be stamped "authorized" before the voucher can move on to the auditors and certifiers for payment. This is usually, but not always, the traveler's supervisor.

5. Travel Voucher Auditors - work in DOI-IBC Accounting Operations. They audit all charges on a travel voucher to determine whether the charges are valid for payment.

6. Travel Voucher Certifiers - work in DOI-IBC Accounting Operations. They are the final approvers for a voucher and certify they are correct for payment.

7. System Administrator (FATA) - DOI-IBC Subsidiary Systems Section personnel.

Part VII(c): Transportation Security Administration Acceptable Government ID's:
- U.S. passport
- U.S. passport card
- DHS "Trusted Traveler" cards (Global Entry, NEXUS, SENTRI, FAST)
- U.S. Military ID (active duty or retired military and their dependents)
- Permanent Resident Card
- Border Crossing Card
- DHS-designated enhanced driver's license
- Driver's Licenses or other state photo identity cards issued by Department of Motor Vehicles (or equivalent) that meets REAL ID benchmarks
- Federally recognized, Tribal-issued Photo ID
- HSPD-12 PIV card
- Airline or airport-issued ID (if issued under a TSA-approved security plan)
- Foreign government-issued passport
- Canadian provincial driver's license or Indian and Northern Affairs Canada (INAC) card
- Transportation Worker Identification Credential (TWIC)
- Immigration and Naturalization Service Employment Authorization Card (I-766)

Part VII(d): Instructions for Completing the Form:

1. FORM NAVIGATION

    a. Use the "Tab" key or click on each field to go from one gray shaded area to another. Do **not** use the "enter" key.

    b. The document can be saved using the "Save As" command.

    c. If a Security Warning bar appears just above the form with an "OPTIONS" button, click on the button and then on "Enable This Content" radio button. This will allow you to use the drop down menus.

2. GENERAL INSTRUCTIONS

     a. All capital letters are required when typing text areas in the document.

     b. Requestor must complete areas shaded in gray.

     c. Only pages 1 and 2 need to be submitted to DOI-IBC for processing.

3. PART I

     a. All fields in Part I except "Name Suffix" – and – "Routing List Name" are mandatory. If any mandatory fields are left blank, the form will not be processed until the information is furnished to DOI-IBC.

     b. Type name as it appears on your valid government ID used for identification at airports. A list of ID's considered valid by the Transportation Security Administration is located in Part VII(c) on page 6 of this form. Click on "Select One" in the Name Suffix box and a drop down menu will appear to select the proper suffix.

     c. Your CONCURGOV organization code and group (where applicable) can be found in Part VII(a) on pages 3 through 5 of this form.

     d. If you have not been provided a "Routing List Name" by your office, you may leave this field blank.

     e. Click on "Select One" in the Time Zone box and a drop down menu will appear to select your time zone.

4. PART II

     a. Check all boxes that apply. To determine what roles you will be performing in CONCURGOV, carefully read the "Office of the Secretary CONCURGOV Roles and Definitions" in Part VII(b) on pages 5 and 6 of this form. The roles of Travel Arrangers and Travel Document Reviewers can be assigned to the same person; but Travel Document Reviewers cannot be Travel Authorizers, and vice versa.

5. PART III

     a. If you will be booking your own travel arrangements, ignore the first question. If someone else books your travel arrangements, add the travel arranger's name.

     b. You must provide the name of the person who will be approving your travel documents. This is usually your supervisor, but not always. Some organizations have raised the level of this authority. Failure to provide this information, or providing invalid information, will delay processing your request. It is suggested that you contact your support personnel or supervisor to determine who performs this function in your office.

     c. If you are a new DOI employee and need to travel immediately, check this box. If you do not have a government issued charge card, you cannot make travel arrangements in CONCURGOV. Your organization's administrative personnel will have to arrange travel for you; process and submit the travel authorization; and prepare and submit the travel voucher in CONCURGOV; and, your transportation will have to be paid using a corporate charge card. Contact your organization's administrative personnel to determine who controls your organization's corporate charge card.

d. If you prefer to have your Travel Reimbursement Payment to be deposited at a bank other than your Payroll deposit bank, you must also complete form "OS/OST FBMS Vendor Update Form" (also known as, ACH Form) - **and** - annotate on the form '**Alternate Bank for Travel Payments**' - - along with your CONCURGOV access request form. The ACH form can be located at the following URL –

http://www3.ibc.doi.gov/services/financial/CGE/cge.cfm

If you are unable to get to the form using the link, please go to https://www.doi.gov/ibc/. From the menu bar, hover over "RESOURCES" and from the column titled "For Customers", please select the "Finance and Accounting Support" link. From the left side of the 'Financial Management' web page and located under the section titled 'FINANCIAL SYSTEMS AND SERVICES', please select the "eTravel" link. Under the 'Related Links' section, please select the "ConcurGov Solutions (DOI OS)" link. This will bring you to the DOI-IBC CONCURGOV web page. Select the "Forms" tab; and then, please select the form you need. All forms on this page can be downloaded and filled out on-line. Please use this web site each time you want to complete a form because the forms are changed periodically; and once changed, the old forms will no longer be accepted for processing.

6. PART IV

a. This section is to be completed by individuals who will be arranging travel for other organizational employees only. Usually this function is handled by administrative support personnel. If you will be making travel arrangements only for yourself, do not complete this section.

b. If you are a travel arranger, identify either your CONCURGOV Organization Code /Group and/or the names of the travelers for whom you will be arranging travel. If you will be arranging travel for more employees than the form allows, attach a separate sheet to the form and identify it as a continuation of your information for PART IV.

7. PART V

a. Part V is to be completed by organization routing officials only. Routing officials are either reviewers who are usually administrative support personnel, or approvers/authorizers who are usually supervisors. These individuals are the personnel who apply official stamps to a travel document to either review or approve the travel (TA) or review or authorize payment (TV). Definitions of reviewers or approvers/authorizers can be found in Part VII(b) on pages 5 and 6.

b. The first section identifies the CONCURGOV Organization(s) and Group(s) (where applicable) for which the official will be authorizing travel and/or pay. The CONCURGOV Organization(s) and Group(s) can be found in Part VII(a) on pages 3 through 5 of this form.

c. The second section identifies the travelers for whom the official will be reviewing/authorizing travel and/or pay. If you will be authorizing travel for more employees than the form allows, attach a separate sheet to the form and identify it as a continuation of your information for PART V.

8. PART VI

a. The signature blocks must be completed by both the traveler and the traveler's supervisor. Both blocks of this section must be completed before DOI-IBC will process the request. Failure to do so will delay processing.

9. PART VII

a. There are four sections to Part VII. Section (a) is the list of CONCURGOV Organizations and Groups and the organizations/groups' descriptions. Section (b) is the list of the OS roles and the definitions of those roles. Section (c) is the Transportation Security Administration's list of valid government ID's. Section (d) contains the instructions for completing the form.